

Date: May 13, 2011

To: Thomas J. Bonfield, City Manager

Through: Theodore L. Voorhees, Deputy City Manager

From: Joel V. Reitzer, Jr., General Services Director
Chris Boyer, Assistant Director of Operations, General Services
Lori Blake-Reid, Facilities Operations Manager

Subject: Elevator Maintenance Services Contract

Executive Summary

On March 31st, 2011, the General Services Department received two proposals for maintenance, inspections and repairs for twenty-six elevators and four accessible lifts of various types, manufactured by seven different vendors at sixteen City facilities. Operational repair and upgrades for each elevator is required due to the age of the systems. Also, the State of North Carolina requires that each elevator function properly and comply with all applicable laws, regulations, ordinances and building codes, including the current American Standard Safety Code for Elevators and American National Standards Institute Inspection Manual. The recommended contractor must perform monthly routine inspections for each elevator and other maintenance and repairs to ensure compliant operation.

Recommendation

The Department of General Services recommends that City Council:

1. Authorize the City Manager to execute a contract with Southern Elevator Company, Inc. to inspect, maintain and repair and/or service each elevator for two years in an amount not to exceed \$92,730.66.
2. Establish a project contingency in the amount of \$9,273.06 and authorize the City Manager to negotiate and execute change orders on the contract provided the total cost does not exceed the amount budgeted for elevator services plus the project contingency.
3. Authorize the City Manager to execute contract extensions for an additional two years of service after the initial two year term of the contract, at \$47,255.16 per year, provided all contract requirements have been met prior to allowing an extension.

Background

The City has a total of twenty-six elevators and four accessible lifts that are required to be inspected, maintained and repaired in accordance with applicable North Carolina law and must be operational for compliance with the Americans with Disabilities Act. Many of the passenger elevators are frequently out of order because of old or worn parts. These parts must be replaced immediately to restore operation due to the high volume of passengers who use them. The recommended contractor will be required to conduct monthly inspections and prepare a preventive maintenance plan to service all elevators routinely.

Elevators in the following buildings will be covered under this proposed contract:

1. City Hall and Annex*
2. Durham Arts Council
3. Irwin R. Holmes, Sr. Recreation Center at Campus Hills
4. Carolina Theater*
5. Parks and Recreation Department Central Office and Employee Training and Development Division
6. General Services Department
7. Solid Waste Management Department
8. Durham Station Transportation Center
9. Durham Bulls Athletic Park*
10. Police Headquarters
11. North Durham Water Reclamation Facility
12. South Durham Water Reclamation Facility
13. Williams Water Treatment Plant
14. Lake Michie Dam
15. Walltown Recreation Center
16. Durham Armory*

*Facilities with an accessible lift.

Issues/Analysis

An RFP for this project was advertised on January 21st, 2011 and proposals were received from Godwin Elevator Company, Inc. and Elevator Specialists of Carolina, Inc. on February 22nd, 2011. Only two proposals were received. The selection committee reviewed and evaluated the proposals. An interview was conducted with the highest ranking firm. The selection committee requested additional information but the firm chose not to submit the required information.

The RFP was re-advertized on March 17th, 2011 and two proposals were opened March 31st, 2011. The selection committee reviewed and evaluated the proposals. Southern Elevator Company, Inc. of Greensboro, NC was interviewed by the selection committee on April 20th, 2011. The selection committee recommended Southern Elevator Company, Inc. because of its knowledge of inspecting and

servicing the City's elevators and accessible lifts and their customer service provided to repair City elevators in a timely manner. The proposed contract award includes accepting the total in the amount of \$92,730.30.

The following table summarizes the results:

<u>Company</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Two Year Total Contract Cost</u>
Southern Elevator Company	\$45,475.44	\$47,255.16	\$ 92,730.60
Elevator Specialist of Carolina	\$76,800.00	\$76,800.00	\$153,600.00

The proposed contract award includes accepting a two year contract with Southern Elevator Company, Inc. The proposed scope of work includes but is not limited to: inspections, repairs and maintenance of elevators and is further defined in the proposed contract.

Alternatives

Alternatives were explored in determining the best way to deliver the necessary services for inspections, maintenance and repair of the City's elevator and lift assets. One alternative is to create an in-house position with proper elevator training and certification. This alternative was deemed not practical or feasible within current operations budget. The alternative of contracting with a reputable company, with sufficient resources and staffing for responding to the City's repair and maintenance needs is the most viable alternative.

Financial Impact

Funds for this contract are available from the operating budgets for the General Services and Water Management Departments. Funding for this service is included in each department's FY 12 budget to cover maintenance services provided from July 1, 2011 through June 30, 2013, and is noted in the table below. Additionally, funding will be proposed in FY 13, FY 14 and FY 15 for services rendered from July 1, 2013 through June 30, 2015.

Location	FY 12 Budget	Proposed FY 13 Budget	Proposed Contract Cost FY 14	Proposed Contract Cost FY 15
General Services	\$36,365.40	\$37,826.16	\$37,826.16	\$37,826.16
Contingency	\$ 3,636.54	\$ 3,782.62		
Water Management	\$ 9,110.04	\$ 9,429.00	\$ 9,429.00	\$ 9,429.00
Contingency	\$ 911.04	\$ 942.90		

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the bid submitted by Southern Elevator Company, Inc., Greensboro, NC and have determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

SDBE Requirements

The goals for this project were: 0% M/SDBE and 0% WSDBE.

Workforce Statistics

Workforce statistics for Southern Elevator Company, Inc., Greensboro, NC are as follows:

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Total Workforce	15	
Total Females	2	13%
Total Males	13	87%
Black Males	0	0%
White Males	12	80%
Other Males	1	7%
Black Females	0	0%
White Females	2	13%
Other Females	0	0%